



ELIST

Department of Toxic Substances Control

This Electronic Waste Newsletter is being sent using the EList System at the Department of Toxic Substances Control (DTSC). Previously information was sent to e-waste stakeholders by email from the electronicwaste mailbox.

Information regarding electronic waste is sent to e-waste handlers and recyclers via this EList delivery system. Those who have not been carried over to the Electronic Waste Elist may subscribe at the following DTSC web page:

<http://www.dtsc.ca.gov/ContactDTSC/ELists.cfm>

**ALL 2014 ANNUAL REPORTS FOR E-WASTE HANDLING AND RECYCLING ACTIVITY
ARE DUE FEBRUARY 1, 2015**

Annual reports for 2014 are due to DTSC by February 1, 2015 for any facility or location, including collection events, which accepted more than 220lbs of e-waste from offsite sources (e.g., households, businesses, etc.) in 2014. Following are general guidelines and frequently asked questions, to assist with the submission of annual reports.

Annual Report FAQs:

How do I submit an annual report?

There are two ways to submit your annual report to DTSC (either/or):

Option 1. Log in to the [Electronic Device Online System](#)

- Under "facility information" (towards the bottom of the page), use the drop down menu under "add/edit report" to "submit/edit your annual report" for each facility
- Select "2014" for the reporting year, and click "submit new annual report"
- Next, select the appropriate destination information
- Complete the required fields in the annual report

Please note that we strongly recommend the submission of annual reports via the online system; this ensures timely and accurate submissions.

Option 2. Mail in a completed hardcopy of [DTSC form 1471](#) found on our e-waste web page.

What if I did not collect e-waste last year?

- If your facility collected none or less than 220 pounds of electronic waste:
If you would like to keep your account active, follow the instructions above on how to enter an annual report, but after selecting a reporting year, click on the "Record No Annual Report" button. This allows you to indicate that you do not require an annual report.
- If you collected e-waste last year but did not ship it out:
If you collect a minimum of 220 pounds of e-waste, regardless of whether you ship to a recycler or not, you must file an annual report. Select the "Submit/Edit Annual Report" option in the drop-down task menu. Select a reporting year, and then click on "Submit New Annual Report". From here you may indicate which shipping destinations were used or you may click on the "No Shipping Destination" button. This inserts text into your report indicating that nothing was shipped from the facility during that calendar year.
- If you want to inactivate your account: please email electronicwaste@dtsc.ca.gov

What information must be included when submitting an annual report to DTSC?

Handlers and Recyclers must provide (for each facility/location):

- Types of e-waste accepted
 - Electronic devices - examples include printers, computers, cellphones
 - CRT devices - **intact devices**, like those found in a home, that have not been dismantled
 - CRTs - the glass picture tubes **removed from dismantled CRT devices**
 - CRT glass - after CRTs are **broken**, they become CRT glass
- Quantities of e-waste accepted and shipped (count **OR** weight*).
 - *When including the weight, please note that the conversion rate is also required. The conversion rate is the average weight of a single unit.
- The destination(s) of all e-waste shipped.*

*Select all of the shipping destinations that you used for the year and then click on "Continue." If you

do not see your shipping destination (the handler or recycler that you work with), then click on "Add New Shipping Destination," enter the required fields, and go back to submitting your annual report via the add/edit reports in the maintenance menu.

Recyclers must also provide additional information:

- Number of days the facility operated during the year
- Types and quantities of materials treated and treatment methods
- Quantities and destinations of CRT glass, universal wastes, scrap metal, and yokes generated (produced) from your treatment activities

How do I view or edit my annual report in the online system?

Under "facility information" towards the bottom of the page, use the drop down menu under "add/edit report" to "submit/edit your annual report."

- To view your annual report, click the reporting year (for example, 2014).
- To edit your annual report, click "edit" on the far right side of the screen.

For recyclers, what are the differences between the "quantities" for handled, treated, and shipped?

- Quantities handled = quantities of e-waste accepted/received.
- Quantities treated = quantities of e-waste actually processed in reporting year. This may be a fraction of quantities handled if you only treated some of your e-waste.
- Quantities shipped = quantities of e-waste and e-waste residuals generated from processing sent offsite. For example, after dismantling computers, you should indicate the quantities of scrap metal you shipped because of your treatment activity. In this example, you would not "ship" electronic devices.

Please view the [Electronic Hazardous Waste \(E-Waste\)](#) page for more information.

Thank you for your cooperation and let us know if you need further assistance.

Sincerely,

E-waste staff at DTSC

E-mail: electronicwaste@dtsc.ca.gov